

Office of  
Personnel Management

Washington, D.C. 20415

In Reply Refer To

Your Reference.

JUN 5 1979

MEMORANDUM TO AGENCY PERSONNEL DIRECTORS

In order for OPM to carry out responsibilities for managing and reporting on Federal executive positions, we maintain a central Executive and Management Development Information System and must require agencies to report on all executive transactions for positions in the Executive Level, Senior Executive Service, General Schedule, and Scientific and Professional positions in research and development pay plans. Aspects of this were discussed in Bulletin 920-16, "New Data and Reporting Requirements for SES."

Agency Personnel Directors are asked to send in by June 14, 1979, information specified in Attachment A for every position that will be in these pay plans effective July 13, 1979. In order to cut down on the workload for agencies and OPM, we are enclosing a listing of the information already in the EPMD Information System as of April 10, 1979, and you will only have to insert five items for SES positions or the position number for positions in the other pay systems (and the occupation for ST positions). You should correct any OPM errors immediately below the incorrect item and fill in any missing data. Attachment B is an example of these insertions and corrections. Agencies will have to submit the entire record on positions not previously in the OPM Information System. It is not necessary to add positions established since April 10, 1979, if you have submitted information required in Bulletin 920-16 (i.e., new position number, current data and SES information) and normally any actions since April 10 should be submitted on a position by position basis.

You are also asked to send in as soon as the 90-day conversion election period is up in your agency, for executives eligible to convert to SES (that is, as soon as possible between June 15 and July 13), a list of the Names and Social Security Numbers of incumbents of SES designated positions who elect to decline conversion.

Please return this material to your Senior Executive Service Agency Officer.

Sincerely yours,



Sally H. Greenberg  
Associate Director  
Executive Personnel and  
Management Development